

## **Request for Information (RFI 2017-01)**

### **Optimization of the Court Development Project and Private Sector Development Opportunity**

#### **1.0 Introduction**

The purpose of this Request for Information (RFI) is to generate ideas of how to best use and/or repurpose property currently owned by Coconino County and the City of Flagstaff. The County and City are issuing this RFI with the desire to consider new approaches to leverage existing assets and engage the private sector to strengthen their real property portfolio. This is the first of a multi-step process.

There will not be an award or contract as a result of this RFI. You do not have to respond to this RFI to be part of the future procurement for these facilities.

Responses are due by May 3, 2017

#### **2.0 Overview**

Background:

This project was originally envisioned to provide a Courthouse Expansion Facility of approximately 50,000 square feet, for the City of Flagstaff and Coconino County to be located at 211 N. Agassiz, Flagstaff AZ. The City and County would have separate courtrooms, however shared space would be used to facilitate certain administrative functions, the flow of the public in the building, and the holding area. The County will occupy approximately 16,000 gross square feet and the City will occupy approximately 34,000 gross square feet. In addition, a separate parking facility to meet the needs of the staff and public of approximately 200 spaces is to be provided either on site or at a proximate location.

The County has approximately \$12.5 million dollars for its space needs effort and the City has \$21.5 million. Of the \$21.5 million City resource, \$12 million was approved in the November 8, 2016 General Election to issue General Obligation Bonds. The Publicity Pamphlet is included as a reference as the City is bound to the verbiage associated with Proposition 412 'Municipal Court Facilities Bond Question'.

A portion of the current jail property is considered a historic structure and as proposals are developed ideas to retain and enhance this asset are encouraged.

In addition, the City of Flagstaff anticipated the sale of the current Municipal Courthouse, the Prosecutors building and the adjacent parking lots located at 15 N. Beaver Street, to provide a portion of the funding for the City's share of the joint Court facility. It is the City's desire to see an additional development in the downtown corridor that includes commercial/retail/other development and a second parking garage at the current Flagstaff Municipal Courthouse site. The City encourages the respondent to seek collaboration with other entities that may have an interest, such as, Park Flag and Flagstaff Downtown Business Alliance

While this is what was envisioned, this proposal looks to generate ideas that would best leverage the City and County assets that would meet the needs stated above as well as additional opportunities to relocate certain City/County Administrative services out of the downtown area allowing this valuable property to be more productive.

Coconino County in cooperation with the City of Flagstaff is considering new approaches to leverage existing assets and engage the private sector to strengthen its real property portfolio. Coconino County and City of Flagstaff are collectively referred to in this Request for Information (RFI) as the Partnership.

The parcels that are subject of this RFI are listed below:

- i. 211 N Agassiz Avenue in Flagstaff, Arizona and further described in Section 2.0 below is currently vacant and is the preferred property for the new Courthouse, however other sites can be entertained as part of this RFI. A portion of this site is considered to be a historic building and referenced in the background section.
- ii. 219 E Cherry Ave, Flagstaff, AZ 86001. The property currently houses Coconino County Administrative Services.
- iii. 10 E. Cherry Ave, Flagstaff, AZ 86001. The 0.37 Acre parcel is a controlled surfaced parking lot that provides 52 parking spaces
- iv. 57 Acres along Fort Valley Road, (Highway 180) unimproved.
- v. SE Corner of I-40 and I-17. The property is a 4.17-acre parcel unimproved.
- vi. Two adjacent parcels near the main entrance to Fort Tuthill County Park, approx. 3.45 acres, commonly referred to as severed parcels from the realignment of SR-89A.
- vii. 15 N. Beaver Street, Flagstaff, AZ 86001. This property currently houses the Flagstaff Municipal Court. The adjacent parking lots to the north and the south of the Court are also incorporated.
- viii. 107 W. Aspen Avenue, Flagstaff Arizona 86001. This property currently houses the City Prosecutors.

Through this RFI, the Partnership is exploring potential strategies that may foster the conveyance and leveraging of portions of its Properties (the Parcel(s)), in exchange for consideration in the form of construction and/or renovation services. The Partnership has set aside \$34 Million budget to accomplish its goals. As noted earlier, \$21.5 million is the total City resource and its use is restricted to the City portion of a new Courthouse and related parking development, unless the cost for the City portion along with the related parking is less than the \$21.5 million currently allotted.

The Partnership's key strategic objectives include:

- i. Acquire a turnkey state-of-the-art facility for the Courthouse Expansion Facility (**The New Facility**) on the 211 N. Agassiz site;
- ii. Provide for approximate 200 space parking garage on site or proximate to **The New Facility** to serve both the **New Facility** and public. Innovative ideas to increase parking inventory at this location are encouraged.
- iii. To see additional development in the downtown corridor that includes commercial/retail/other development and a second parking garage at the current Flagstaff Municipal site (**the City Project**)

- iv. Adaptive reuse or acquire a turnkey facility for the Coconino County/City of Flagstaff **Joint Operations Building (JOB Building)** near existing County employee population centers and services in the downtown or outside the downtown area.
- v. Leverage the expertise of the real estate industry to optimize the balance of the Properties for new market-driven use(s);
- vi. Maximize financial return to the Partnership and taxpayers; and
- vii. Minimize impact on operations of the Partnership.

**The New Facility** will be a single facility or connected facilities that contain approximately 50,000 gross square feet (GSF) and parking spaces as appropriate to house the Flagstaff Justice Court, the Flagstaff Municipal Court, City Prosecutor's Office, Superior Court Courtroom, inmate transportation and holding, Central Power Plant, and all the auxiliary support space. **The New Facility** will accommodate the following:

- Office operations including, courtrooms, conference rooms and space for collaborative, joint-use activities (approximately 80%);
- Safe and secure inmate transportation and holding facility, able to accommodate large vehicles and storage space (approximately 20%); and
- An on-site or proximate parking garage providing approximately 200 parking spaces to serve both **The New Facility** and public.

The **JOB Building** will be a single facility or connected facilities that contains up to 30,000 gross square feet (GSF) and parking spaces as appropriate to house the Partnership Administrative and Support Services. The **JOB Building** could be an adaptive reuse of an existing building or new construction in or outside the downtown area.

- Office operations including, public transactional space, offices, conference rooms and space for collaborative joint use activities (100%) and parking.

The Partnership will provide greater detail on requirements for **The New Facility** and the **JOB Building** prior to or as part of the issuance of any solicitation. It is envisioned that these facilities would require appropriate security features in line with best practices of court and local government operations in the State of Arizona.

The Partnership is issuing this RFI to obtain responses from real estate developers, institutional landholders, construction entities, joint ventures, and other members of the development community (Respondents) who are potentially interested in entering into a partnership for joint use of the parcel(s) and or to exchange Parcel(s). The Partnership will use the information provided for planning purposes and for making strategic decisions regarding the future use of the Property.

In considering various alternatives, the Partnership may exercise its authority to leverage the Parcel(s) for cash, construction and design services or other real property, or any combination thereof. The Partnership encourages Respondents to consider a whole range of innovative ideas including, but not limited to: grants, tax abatement and incentives, connectivity of parcels via street abandonments, etcetera.

The Partnership will not enter into a sale, contract or exchange agreement as a result of this RFI. After review of the responses, the Partnership will determine if there is the breadth and depth of interest from Respondents to proceed with an open, competitive solicitation. If the Partnership determines through its review that the proposed transaction structures are not in its best interest, then the Partnership may explore other options for its properties.

The Partnership invites Respondents to submit ideas that could assist it in attaining its objectives. The Partnership will not reimburse Respondents for any expenses associated with responding to this RFI, though the Partnership sincerely appreciates Respondents' efforts and input. For additional information on the submission process, see Sections VI and VII of this RFI.

### 3.0 Property Descriptions

- i. Coconino County owns the Old Detention Facility (**Old Jail**) at 211 N Agassiz Ave, on approximately .8 acre of land in the downtown historic district in Flagstaff, Arizona (the Property). The property is improved by one building with an approximate area of 70,000 gross square feet, one surface parking lot. The Property is adjacent to the Coconino County Courthouse and features frontage along Cherry Avenue to the north, Agassiz Street to the east, and Birch Avenue to the south. It is the goal of the Partnership to repurpose the 1892 Historic Jail, approximately 3,200 square feet, which is enveloped in the Old Jail footprint, for restoration.
- ii. Coconino County owns the **Administrative Center** at 219 E Cherry Ave., on approximately 1.03 acres of land in the downtown historic district in Flagstaff. The property is improved by one building with an approximate area of 30,000 gross square feet and one surface parking lot. The Property is adjacent to the Coconino County Courthouse and features frontage along Cherry Avenue to the north, Agassiz Street to the west, and Verde Street to the east.
- iii. 10 E. Cherry Ave, Flagstaff, AZ 86001 commonly referred to as the **Chase Parking Lot**. The 0.37 Acre parcel is a controlled surfaced parking lot that provides 50 parking spaces to support operations.
- iv. Vacant and unimproved land – approximately 57 Acre parcel along Fort Valley Road.
- v. Vacant and unimproved land on the SE Corner of I-40 and 1-17. The property is a 4.17 acre parcel unimproved.
- vi. Two adjacent parcels near the main entrance to Fort Tuthill County Park, approx. 3.45 acres, commonly referred to as severed parcels from the realignment of SR-89A.
- vii. City of Flagstaff owns the **Flagstaff Municipal Court** located at 15 N. Beaver Street, on approximately .23 of an acre. **The prosecutors building** located at 107 W. Aspen Ave., on a parcel size of .07 of an acre. The adjacent **surface parking lots** located to the north of the **Flagstaff Municipal Court** with a parcel size of .15 of an acre and the **parking lot** to the south of the **Flagstaff Municipal Court** with a parcel size of .25 of an acre. The four afore mentioned City owned parcels, combined to approximately .71 of an acre; the parcels provide frontage on Aspen Ave., Beaver Street, and Route 66.

### 3.1 Zoning/Entitlements

Property 1, 2, 3, and 7 are in the downtown Central Business Zone. Property 4 is located in the single family residential (R1).

The Partnership makes no representations with regard to the zoning information included in this RFI. Respondents should verify the present zoning and determine the permitted uses for any proposed future development.

Respondents are also encouraged to contact the City's Community Development Department for zoning information and questions. Contact Dan Folke, Planning Director at 928-213-2630. City of Flagstaff, 211 Aspen Ave, Flagstaff AZ 86001.

### 4.0 Possible Transaction Structures

Under Partnership authority, the Partnership may convey real property through various means, including by sale, lease, or other enterprise for other real property that better meets the Partnership's needs, or exchange for in-kind or financial consideration, such as the performance of construction and design services.

The Partnership is interested in using these authorities to obtain, at a minimum, **The New Facility** including related parking, **City Project** and the **JOB Building**, in exchange for the Parcel(s)/ and financial arrangement, and contemplates execution of a transaction structure that realizes its goals. A cash equalization payment to/from the Partnership may be required as part of any future solicitation in accordance with the permissible legal framework in the State of Arizona.

### 5.0 Statement of Limitations

- i. The Partnership represents that this RFI, submissions from Respondents to this RFI and any relationship between the Partnership and Respondents arising from or connected or related to this RFI, are subject to the specific limitations and representations expressed below, as well as the terms and conditions contained elsewhere in this RFI. By submitting a response to this RFI and without the need for any further documentation, the Respondents acknowledge and agree to the Partnership's rights and all other terms and conditions as set forth in the RFI, including the Statement of Limitations.
- ii. The Partnership reserves the right, in its sole discretion, without liability, to use any or all of the RFI responses in its planning efforts and to develop and operate the Property, in whole or in part, outside of the RFI process. The Partnership reserves the right to retain all the materials and information, and the ideas and suggestions therein, submitted in response to this RFI. All such material, information, ideas, and suggestions will become the property of the Partnership.
- iii. This RFI does not create an obligation on the part of the Partnership to enter into any agreement, nor to implement any of the actions contemplated herein, nor to serve as the basis for any claim whatsoever for reimbursement of any costs associated with the preparation of responses submitted to the RFI.

- iv. The submission of an RFI response is not required to participate in any potential future redevelopment process, nor does submission of a response preclude Respondents from participating in any future redevelopment of the Property.
- v. To the best of the Partnership's knowledge, the information provided herein is accurate. However, the Partnership makes no representations or warranties whatsoever with respect to this RFI or the Property, including representations and warranties as to the accuracy of any information or assumptions contained in this RFI or otherwise furnished to Respondents by the Partnership, site and environmental conditions on the Property or the suitability of the Property, or any portion thereof, for any specific uses or development. Respondents should undertake appropriate investigation in preparation of submitting a response. A site inspection will be coordinated to give all Respondents the opportunity to examine existing conditions.
- vi. This RFI is issued solely for information and planning purposes and does not constitute a solicitation. A response to this notice is not an offer and cannot be accepted by the Partnership to form a binding contract.
- vii. No claims for brokers' fees will be paid by the Partnership.
- viii. All information sent to the Partnership is deemed public record. Should you wish for any part of your submitted RFI response to remain confidential, you must clearly label each such page as confidential. This will not ensure that your information is kept confidential. Rather, the Partnership, upon receipt of a public record request for such information, will promptly contact you via telephone or email, at the contact information you clearly provide in your response to this RFI, to provide you with an opportunity to immediately take any legal action you deem necessary to stop disclosure of such confidential information by the Partnership. The Partnership, however, cannot delay in responding to any such public record request.
- ix. As this process continues, the City still must adhere to all City Charter, procurement, bonding and other legal obligations.

## **6.0 Additional Information**

A Pre-Submittal Briefing and Tour will be scheduled on April 8, 2017 from 10 am – 12 pm at the Coconino County Administrative Center, 219 E Cherry, Ave Flagstaff, AZ.

Project Inquiries:

Questions regarding this RFI must be submitted in writing to Scott Richardson, Purchasing Manager, no later than May 1, 2017 [srichardson@coconino.az.gov](mailto:srichardson@coconino.az.gov). Any resulting Addenda will be issued to all interested parties.

The Partnership would like to thank you in advance for reviewing this RFI and assisting us in our efforts to plan for the potential repositioning of its properties.

## 7.0 Submittal Requirements

RFI information is due to the address below by May 3, 2017 at 2:00 pm.

**Coconino County**  
**Attn: Purchasing**  
**219 E Cherry Ave, Third Floor**  
**Flagstaff AZ 86001**

The submitted document shall include:

- Cover Sheet, including:
  - Entity Name and Address
  - Company Representative Name and Contact Information, including telephone and e-mail
  - Signature of authorized person from the Respondent
- Brief description of the entity; size of entity; years in business; and type of entity.

Response to the following RFI items in numerical order followed by any additional materials:

- i. What limitations or concerns do you have about engaging with the Partnership?
- ii. What types of transaction structures would you consider for **The New Facility** or the **JOB Building**?
- iii. Identify any concerns or risk with your recommended transaction structure that would affect your potential interest in the property?
- iv. Is there an optimal sequencing of projects that make the best operational sense for the Partnership and Respondent?
- v. What are the potential uses you are recommending related to the properties listed in section 2?
- vi. Given the scope and scale of this development opportunity, what is an ideal length of time necessary to prepare a response to a subsequent solicitation?
- vii. Identify a viable financing structure/resources for the project you are suggesting?
- viii. Provide any other additional information pertinent to this RFI.

## 7.1 Discussions of Proposals

The Partnership may seek to engage in follow-up discussions with any or all of the Respondents. The Partnership will arrange with the Respondents for the time, date and location of the discussions. The submission of a response does not guarantee the opportunity to participate in the discussions.

### **Attachments:**

Maps of the Properties  
Bond Question and Frequently Asked Questions as published in the November 8, 2016 General Election Publicity Pamphlet

Links:

[City of Flagstaff Zoning Code](#)  
[Charter for the City of Flagstaff](#)